CHAPTER 11

OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

The Officer Distribution Control Report (ODCR), NAVMILPERSCOMINST 1301.2, is provided to assist administrative officers in determining proper action to take regarding personnel accounting events which occur in the normal course of business at naval activities. As you take on more responsibilities as a YN, you will be required to work with ODCRs. You may be asked have to verify the ODCR, type ODCR letter correction requests, type or prepare diary message reporting system entries, or forward copies of the ODCR to customer commands.

PREPARATION OF ODCR

NAVMILPERSCOM prepares an ODCR for each naval activity with officer billets authorized and officers on board in a temporary duty status. Officer billet and assignment information in the ODCR represents the computer data bank input by the Chief of Naval Operations (CNO); NAVMILPERSCOM; Navy Finance Center; Enlisted Personnel Management Center (EPMAC); Source Data System (SDS); Manpower, Personnel, and Training Information Systems (MAPTIS), and various other sources.

NAVMILPERSCOM prepares the ODCR monthly as a statement of account for Navy activities with a routine system for verifying information contained in the MAPTIS officer personnel data bank. The information is used to determine and evaluate officer personnel requirements.

VALIDITY OF THE ODCR

The validity of ODCR information depends upon the timely submission of accurate data to NAVMILPERSCOM through the Diary Message Reporting System (DMRS), SDS, and other pertinent reporting systems. Each activity should review its ODCR thoroughly when it is received, and correct all discrepancies found.

The ODCR reflects four specific types of information: activity, administrative, personnel, and fitness report. Two copies of the ODCR is distributed to activities monthly. NAVMILPERSCOM distributes microfiche copies of appropriate ODCRs to the unit level via the type commanders.

DISTRIBUTION TO COMMANDS

When a Pay/Personnel Administrative Support System (PASS) Detachment supports an activity, the verification procedures described in this chapter are the responsibility of the PASS Detachment. However, it is still the unit commanding officer's (CO's) responsibility to ensure that information on the ODCR is correct. The supporting PASS Detachment will provide a copy of the ODCR to the command. COs will validate the ODCR upon receipt. If data concerning an officer are incorrect on the ODCR, the officer's individual record at NAVMIL-PERSCOM is also incorrect.

VERIFICATION OF THE ODCR

Verify billet data and every item of officer data to ensure that they are complete and current. Note discrepancies and correct them following instructions contained in *Format and Procedures for Validating the Officer Distribution Control Report* (ODCR), NAVMILPERSCOMINST 1301.2. Error codes will be printed on the ODCR as an aid in spotting incorrect information. They do not cover all possible errors on the ODCR. For SDS and DMRS transactions, pay close attention to the ODCR date. Transactions

applied after that date will be on the next ODCR.

For those activities supported by SDS, corrective actions using DMRS and ODCR submission have been replaced with the event entry capability. SDS is an automated, closed-loop reporting system. Feedback automatically updates the SDS mini-master record to reflect headquarters processing. Because those data are transmitted electronically, information contained in the ODCR will reflect changes faster.

ODCR MAINTENANCE

Keep the ODCR current by posting changes as they occur. That is a valuable asset to personnel management and will reduce the time required for the monthly verification.

Make pen changes to the ODCR for each item pertaining to an individual that is changed. Line through obsolete data and write in the new data in the same column. In the right margin of the report. write in the date the correction was made. Upon receipt of the new ODCR, transcribe pen changes from the old report that have not yet applied to the new ODCR.

**DATA ELEMENTS CONTAINED
IN THE ODCR**

Data elements are listed in the order they appear on the ODCR, reading from left to right starting with "Activity Name" in the upper left corner of the heading, and ending with "NSCD" in the lower right corner of the heading.

ACTIVITY NAME. The long activity title (26 positions maximum, including spaces).

ACTIVITY CODE. A 10-digit identification code assigned by COMNAVMILPERSCOM.

MANPOWER REQUIREMENTS PLAN (MARP). The OPNAV four-digit code by which Navy activities are classified functionally.

ACTIVITY SPONSOR. The Resource Sponsor controlling billets authorized and organization manning for the activity.

TRANSACTION NUMBER AND DATE. The current revision to the OPNAV 1000/2 Manpower Authorization, used to record authorized billets on the ODCR.

DATE OF REPORT. A six-digit (YYMMDD) date representing the last day of the month for which the ODCR has been prepared.

RUN DATE. A six-digit (YYMMDD) date representing the day the ODCR was created.

PAGE. Sequential page number of the ODCR.

DESK CODE. A four-position alphanumeric code which indicates the NAVMILPERSCOM organizational unit responsible for the activity concerned.

ACTIVITY MISSION CODE (AMC). A two-position alphanumeric functional activity grouping code assigned and used by COMNAVMILPERSCOM for distribution purposes.

UNIT IDENTIFICATION CODE (UIC). A five-digit code assigned the activity by the Comptroller of the Navy.

ACTION OFFICER DESK CODE (AODC) A two-position alphanumeric code which identifies the action officer responsible for data written for the activity, in the Qualitative Master Data sets.

BILLET SEQUENCE CODE (BSC). A five-digit code assigned each activity billet.

BILLET TITLE. A description of the officer's primary duties. If two or more officers are filling the same billet, BSC and title will only be above the first officer's data line. If the officer has been gained to a billet not authorized by the OPNAV 1000/2, billet title will read "THIS BSC IS INVALID."

BILLET PHASE INDICATOR (BP). If an asterisk is printed, it indicates that the officer's orders were written using the activity's new, but not yet effective 10-digit code.

AUGMENT INDICATOR (AUG). A one-position alphabetic code indicating the type of authorized billet: R-Reimbursable; B-Base billets.

BILLET DESIGNATOR (BILLET DESIG). A four-digit designator code of the authorized billet.

BILLET GRADE (BILL GR). A one-position alphabetic code indicating the grade authorized for each billet.

PRIMARY NAVY OFFICER BILLET CLASSIFICATION (NOBC). A four-digit code that identifies the occupational classification assigned to the billet. The assigned NOBC is a general statement of the duties to be performed.

BILLET SUBSPECIALTY. Whenever a billet requires an officer with advanced education, functional training or significant experience, a subspecialty code will be shown.

FUNCTIONAL AREA CODE (FAC). An alphanumeric code used to identify a billet requiring special consideration in personnel assignment.

CURRENT ALLOWANCE (CURR ALLOW). Indicates current authorization, in three-digits, for the billet.

M+1. Indicates the manpower requirements 1 month after mobilization.

LAST FITREP RECEIVED. Shows the most recently received and accepted Regular or Concurrent/Regular, O-6 and below Fitness Report. Reports may be from present or previous duty station. The data consists of three elements:

FROM DATE. A four-digit (YYMM) fitness report start date from Block 12 of the FITREP.

TYPE OF REPORT. A two-position code indicating type of report.

1 RG = Regular Report. X in block 14 of FITREP.

2 RF = Concurrent/Regular Report. Xs in blocks 14 AND 15 of FITREP.

TO DATE. A four-digit (YYMM) date from block 13 of the FITREP.

UIC TRANSFER (UIC TRF). Indicates to the UIC that an officer is being transferred from or assigned to, if under orders.

ACTIVITY WHERE ASSIGNED. An item consisting of a maximum of 13 spaces that may be used to display data concerning the status of the officer involved.

SECURITY CODE. A five-position code divided onto two lines. Line one contains member security clearance eligibility and date security clearance was completed. Line two contains member type of security investigation and date current security clearance was granted.

OFFICER SUB SPECIALTY (SUB-SPECIALTY) 1. A five-digit primary subspecialty code assigned to an officer identifying advanced education, functional training, and significant experience in various fields and disciplines.

AVIATION COMMISSION DATE AND SUBMARINE SERVICE CONTROL DATE (ACD/SSCD).

ACD - A six-digit date (YYMMDD) that identifies a constructive date to indicate total commissioned service, active or reserve, for all aviation commissioned officers.

SSCD - A six-digit date (YYMMDD) that represents the last time the submarine service indicator was changed.

AVIATION STATUS INDICATOR and SUBMARINE STATUS INDICATOR (ASI/SSI)

ASI - A one-position alphabetic code that shows the current status of an Aviation Officer's Career Incentive Pay (ACIP) entitlement status.

SSI - A one-position alphabetic code that indicates certain categories of entitlement to submarine duty incentive pay.

AVIATION SERVICE ENTRY DATE and SUBMARINE SERVICE ENTRY DATE (ASED/SSED)

ASED - The six-digit date (YYMMDD) that an aviation officer first reported to an activity having aircraft in which basic flight training was received.

SSED - The six-digit date (YYMMDD) that a submarine officer graduates from sub school.

ORDER STATUS (ORD). A one-position alphabetic code representing present order status.

OFFICER'S NAME. The officer's name will not exceed 21 characters, including spaces. It will consist of all of the last name and as much of the rest of the name as possible.

OFFICER SEA AIR MARINER (OSAM). OSAM will be indicated by an asterisk (*) following the officer's name.

SOCIAL SECURITY NUMBER. A nine-position code, which is a unique identification of the member and his or her social security account.

PRIMARY AERONAUTICAL DESIG-NATOR (PAD). A one-position code used internally in NAVMILPERSCOM to classify officer personnel in the Navy aeronautical organization.

SEX. A one-position alphabetic code (M for male, F for Female).

DESIGNATOR (DESIG). A four-digit code used to group billets and officers by categories for personnel accounting and administrative purposes and to identify the status of officers.

GRADE ON BOARD (GR on BD). A one-position alphabetic grade code of officer on board.

DATE OF RANK. A four-digit (YYMM) date of incumbent's present grade.

ESTIMATED LOSS CODE/DATE. The estimated date (YYMM) that the officer will be a loss to active naval officer strength. A one-letter loss code indicating reason for the loss precedes the date. Not all officers will have an estimated loss code and date.

DATE ASSIGNED BILLET. A four-digit (YYMM) date assigned to the officer's current primary billet.

ESTIMATED DATE OF DETACHMENT (EST DATE DETACH). A four-digit (YYMM) date representing the estimated date of detachment for an officer on whom orders have been written.

DATE REPORTED or ESTIMATED DATE OF ARRIVAL (EDA). A six-digit (YYMMDD) date for an officer who has reported on board. The EDA will be shown as four digits (YYMM) for an officer who has not yet reported.

PROJECTED ROTATION DATE (PROJ ROT DATE. A four-digit (YYMM) date that is a planned rotation date used only as a planning aid, and subject to change by NAVMILPERSCOM.

ACCOUNTING CATEGORY CODE (ACC). A three-digit code indicating the accounting category in which officers are carried in active-duty accounts.

DUTY STATUS EFFECTIVE DATE (DSED). A six-digit date (YYMMDD) which reflects the most recent change to a member's on board duty status as indicated in the ACC column.

DATE DEPENDENT(S) ARRIVED AT OVERSEAS STATION (DATE DOS). A four-digit (YYMM) date indicating the date the officer's dependent(s) arrived at the overseas station.

DEPENDENT(S) ON STATION OVERSEAS (DOS). A one-digit code which identifies the number of authorized (command-sponsored) dependents living on station or nonrotating ship homeported overseas.

PRIMARY and SECONDARY DEPEN-DENCY CODE (DEP). A two-position code to identify the type and number of dependents. The first position identifies primary dependents (spouse and children) or marital status. The second position identifies secondary dependents (dependent parent). A blank in either position indicates no qualified dependents in that category.

AVIATION BILLET INDICATION (ABI). A one-position code which indicates an officer's current operational flying status, if applicable.

MONTHS OF OPERATIONAL FLYING (MOF). The total number of months of operational flying which qualify the officer for the 12 and 18-year gates.

SECURITY DATE (SEC DATE). Contains member's type of security investigation and the date on which the member's current security clearance was granted (YYMM).

OFFICER SUBSPECIALTY (SUB-SPECIALTY) 2. A five-digit secondary subspecialty code assigned to an officer identifying advanced education, functional training and significant experience in various fields and disciplines, if applicable.

NUCLEAR COMMISSION DATE (NCD). A six-position date (YYMMDD) equal to the first day a member served on active duty as a commissioned officer.

NUCLEAR STATUS INDICATOR (NSI). A one-position alphabetic code that indicates the officer's entitlement to Nuclear Officer Incentive Pay (NOIP).

NUCLEAR SERVICE CONTROL DATE (NSCD). A six-digit date (YYMMDD) that gives the effective date associated with the NSI.

SUMMARY

The ODCR is a very important document that aids in the detailing of officer personnel. The accuracy of this document is vital to this purpose. It could be one of the most important documents you ever deal with. Don't guess, if you have a question, ask your supervisor.